

RECORDS CENTER USE ONLY

- ☐ CMS
☐ UPS
☐ WALK-IN
☐ DELIVER

RECORDS CENTER SUPPLY REQUEST

Complete and fax to the Records Center at (360) 586-9137 or send to mailstop 40239. Please limit your request to a six-month supply for your office.

NAME	
AGENCY	OFFICE
MAILSTOP/ADDRESS	
TELEPHONE (INCLUDE AREA CODE)	

HOW MANY?

ITEM

BARCODE LABELS

BOX CONTENT LABELS

TRANSMITTAL FORMS – 50 per package, but we can send a smaller number, if needed

REFERENCE REQUEST FORM – Individual sheets. Feel free to copy.

BOXES – Packaged in bundles of 10. We can mail up to 20 boxes if you can not come to the Records Center to pick them up. Boxes are for records storage at the Records Center only! Contact Central Stores for boxes for other uses. We can deliver large quantities of boxes during a new box pick-up.

RECORDS CENTER MANUAL

ARCHIVAL BOX CONTENT LIST - Use the form to list the files in boxes that are designated as “Archival” on your Records Retention Schedule.

supply.doc